



Minutes of the meeting of Little Stanney & District Parish Council
held on Tuesday, 22 May 2018 at 7.30pm in Little Stanney Village Hall

Present: Councillors Chris Dilworth (in the Chair), David Astbury, Linda Carter, John Glazzard, Roy Greenwood, Clive Lipscombe, Judith Thomas and Michael Todd

In attendance: Pauline English (Parish Clerk). There were no members of the public present

18.59 ELECTION OF CHAIRMAN

Councillor Chris Dilworth was nominated by Councillor Linda Carter and seconded by Councillor David Astbury. There being no further nominations, and all assenting, Councillor Dilworth was elected Chairman of the Parish Council for 2018-19.

18.60 APPOINTMENT OF VICE-CHAIRMAN

Councillor Roy Greenwood was nominated by Councillor Linda Carter and seconded by Councillor Michael Todd. There being no further nominations, and all assenting, Councillor Greenwood was appointed Vice-Chairman of the Parish Council for 2018-19.

18.61 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Carter, John Jones and Pete Mountford

18.62 DECLARATIONS OF INTEREST

None

18.63 PUBLIC SPEAKING TIME

No public present.

18.64 MINUTES

The minutes of the meeting held on 24 April 2018 were confirmed as a correct record

18.65 ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement had been considered and approved by the Parish Council at the April meeting. The document had now been through the internal audit process and it was resolved that it be signed by the Chairman and Parish Clerk.

18.66 ANNUAL ACCOUNTING STATEMENTS

The internal audit of the accounts for 2018-18 had been carried out by Dotty about Accounts on 9 May 2018. A copy of the auditor's report had been circulated to all Members and would be put on the Parish Council's website. No issues had been raised. The form for submission to the external auditor had been completed and it was resolved that it be signed by the Chairman and Parish Clerk.

18.67 REPRESENTATIVES ON OUTSIDE BODIES

It was resolved that Councillor Roy Greenwood should continue to represent the Parish Council on the Protos Community Forum (formerly Ince Park)

18.68 DELEGATION TO COMMITTEES OR EMPLOYEES

It was resolved that the Parish Clerk, having consulted the Chairman and appropriate Councillors, be authorised to submit responses to Planning applications if the deadline fell before the next meeting of the Parish Council.

18.69 INSURANCE

The Parish Council had entered into an agreement with Zurich to provide insurance cover for three years until 1 June 2018. A renewal quotation had been received and the premium this year will be £367.48. Two further quotations were being sought and it was resolved that the Clerk should be authorised to accept the best option available.

18.70 POLICIES AND PROCEDURES

The following policies and procedures were considered:

- (1) Standing Orders
- (2) Financial Regulations
- (3) Complaints Procedure
- (4) Data Protection and Information Security Policy
- (5) Dignity at Work, Bullying and Harassment Policy

- (6) Discipline, Dismissal and Grievance Policy
- (7) Equality and Diversity Policy
- (8) Freedom of Information – Publication Scheme
- (9) Health & Safety Policy
- (10) Policy and procedure for handling requests for information
- (11) Risk Management Strategy
- (12) Scheme of Delegation

It was resolved that:

- (1) the new Model Standing Orders which had been issued by NALC be updated for Little Stanney & District Parish Council and be presented to the next meeting;
- (2) any consequential changes to Financial Regulations arising from the updated Standing Orders be presented to the next meeting
- (3) no changes be made to items (3) to (12) above at the present time.

18.71 GENERAL DATA PROTECTION REGULATION

The new General Data Protection Regulation (GDPR) and the Data Protection Act 2018 would come into force on 25 May 2018. The Information Commissioner's Office was monitoring compliance and had published information and guidance on its website. It was resolved that a Privacy Policy be adopted for both residents and staff/Councillors and be put on the website, although it was noted that the Parish Council held very little information of a personal nature and much of that information was already in the public domain.

18.72 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

- (1) The Action Plan was updated
- (2) It was noted that speed monitoring equipment had been put on the top end of Rake Lane but had only been there for a week. It was resolved to request the same on the lower end of Rake Lane, away from the entrance to both the Caravan Park and The Rake public house.
- (3) Cheshire West & Chester (CWaC) Council had agreed to paint 30mph roundels on the road at either end of the new speed limit in Wervin. This would be done when the road was closed to enable the drains to be repaired.
- (4) CWaC to be asked who the Parish Council should contact to get mud removed from the roads
- (5) CWaC to be reminded about the need to lower the grids in Stoak to enable the removal of surface water
- (6) Rake Lane: It was resolved to write to the new Chief Executive of CWaC and Justin Madders MP to tell them the full story about Rake Lane and that the Parish Council is considering reporting the issues to the local paper.
- (7) The bin by the post box in Little Stanney had gone missing. Clerk to report this to CWaC.
- (8) The A5117 in Little Stanney had not been swept for several years with the result that dirt had become embedded. Clerk to report this to CWaC.

18.73 CHESHIRE AND WARRINGTON LEP DRAFT TRANSPORT STRATEGY

Cheshire and Warrington Local Enterprise Partnership (LEP), which comprised Cheshire East, Cheshire West & Chester and Warrington Borough Councils, was consulting on its draft Transport Strategy, setting out how transport provision within Cheshire and Warrington should develop over the next 20 years. The plan focused on strategic transport priorities. Local issues would be covered in the local transport plans for which the three authorities were responsible. An event was being held on 12 June at 09.30am at Canalside Conference Centre, Brooks Lane, Middlewich and Parish Councils were invited to send representatives. No-one was able to attend.

18.74 PLANNING

No new planning applications have been received and no decisions made by CWaC since the last meeting.

18.75 BARROWDEN PARISH COUNCIL SUBMISSION TO GOVERNMENT ON PLANNING AND BUILDING CONTROL

Barrowden Parish Council (Leicestershire) believed there appeared to be a strong case for ending the division of responsibility between planning bodies and building control and that there should be a requirement that building control bodies ensured that development proceeded in general accordance with the approved plans and conditions. To that end they would be submitting a proposal to Government over the early summer of 2018 asking for an end to this policy division and were asking other Local Councils to complete a short survey to gather supporting evidence from the local council sector to strengthen the Barrowden proposal when submitted. The deadline for completion of the survey is 17:00 on 11 June 2018. It was resolved that the Clerk should complete the survey in support of Barrowden Parish Council.

18.76 PLAYING FIELD AND NATURE PARK

No issues raised.

18.77 PROTOS (INCE PARK) COMMUNITY FORUM

Nothing to report

18.78 ELTON WARD PARTNERSHIP MEETING

The next Elton Ward Partnership meeting was to be held on Tuesday 29 May at 6.00pm in Elton Community Centre. Councillor Louise Gittins, Deputy Leader of the Council, and Rob Charnley, CWaC Principal Planning Officer, had confirmed attendance. All Councillors and Parish Clerks were invited to attend.

18.79 LOVE WHERE YOU LIVE

CWaC had unveiled new branding for its street cleansing and maintenance teams which now come under the banner of StreetCare Services. To celebrate the launch of StreetCare Services, impact days were to be arranged during May to introduce the new-look local teams and encourage community engagement. CWaC's Street Care Pledge set out a shared commitment with local residents to maintain clean and attractive streets and residents were encouraged to report environmental problems via the Your Streets website www.westcheshireyourstreets.co.uk.

18.80 COMMUNITY ENGAGEMENT – SELF CARE TRAINING

It was noted that NHS South Cheshire Clinical Commissioning Group, supported by Connected Communities, was planning a free one-hour training workshop for parish councillors interested in finding out more about the benefits of Self-Care.

18.81 FINANCE

(1) **Payments:** The following payments were approved

30.04.18	S/O	Parish Clerk – salary April	132.91
30.04.18	S/O	Amenity Cleaner – wages April	292.94
30.04.18	BACS	Amenity Cleaner – expenses April	28.35
30.04.18	BACS	Parish Clerk – expenses April	53.77
23.05.18	BACS	Dotty about Accounts – Internal Audit	108.00
29.05.18	BACS	Parish Clerk – salary May	133.28
29.05.18	BACS	Amenity Cleaner – wages May	292.94
29.05.18	BACS	ChALC-Affiliation fee	151.20
29.05.18	BACS	HMRC-Income Tax	291.51
31.05.18	BACS	Zurich Insurance – annual renewal	350.56

(2) **Receipts:** The following receipt was noted

30.04.18	HMRC-Repayment of VAT	3,467.64
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18.82 ITEMS RAISED BY COUNCILLORS FOR INFORMATION

No items raised

18.83 MEETINGS IN 2018-19

It was resolved that meetings would be held in 2018-18 as follows:

26 June 2018

24 July 2018

28 August 2018 (if needed)

25 September 2018

23 October 2018

26 November 2018

2019

22 January 2019

26 February 2019

26 March 2019

23 April 2019 (Parish Meeting)

21 May 2019 (Annual Meeting following the Parish Council elections. The meeting must take place within 14 days of the date on which the new Councillors take their seats, which is five days after the election. The election will take place on Thursday 2 May.)